



**CITY OF SAINT PAUL
DIVISION OF PARKS AND RECREATION**

Return form and payment to:
DIVISION OF PARKS AND RECREATION
ATTN:
1100 HAMLINE AVENUE NORTH
SAINT PAUL, MN 55108
Office Phone: 651-632-2405 Fax: 651-632-5115

2009 SHOWMOBILE APPLICATION FORM

DATE(S) of EVENT:

UNIT 1 or 2

Set up time	
<i>An event representative must be on site at time of delivery</i>	
TIME	DATE

UNTIL

Take down time	
TIME	DATE

Set up Location: _____

AN ADDRESS AND A SETUP MAP ARE REQUIRED FOR ALL SHOWMOBILE RENTALS, BOTH NEW AND RECURRING.

Organization/Agency: _____

Mailing Address: _____

City/State/ZIP: _____

Contact Name: _____

E-Mail Address: _____

Telephone: _____

Daytime

Evening/Emergency

FAX

FOR ALL EVENTS <u>OUTSIDE</u> THE CITY OF SAINT PAUL PROPER	CALENDAR DAYS OF USE: _____ x \$1000.00 \$
	*DISTANCE: _____ miles x \$0.75
Destinations farther than 20 miles will be charged an additional \$.75 per mile fee for delivery and pickup.	
ALL events that are not located within the City of Saint Paul proper will be charged the \$1,000.00 maximum daily rate within 20 miles of 1100 Hamline Ave. N. (using Mapquest.com).	Subtotal
FOR EVENTS <u>INSIDE</u> THE CITY OF SAINT PAUL PROPER	Minimum fee for Delivery, setup and takedown. 450.00
	Hours of use (as indicated above) _____ X \$100.00
	Subtotal (not to exceed the maximum fee of \$1000.00 per day)
NON PROFIT RATE FOR ORGANIZATIONS HAVING EVENTS <u>INSIDE</u> THE CITY PROPER (City of Saint Paul Non-Profit Organizations and City of Saint Paul Government Offices only.)	Subtotal 425.00
ADDITIONAL FEES (for optional equipment):	Extra stage (for unit #2 only) \$150.00
	Generator/grounding device \$20 per hour (\$100 minimum)
	TOTAL SHOWMOBILE FEE
	Payment of 50% of total fee is due at time of application. Final payment is due 14 days prior to delivery. \$

Important: If the Showmobile becomes unavailable for reasons beyond the City of Saint Paul's control, the City will refund any fees paid for the use of the Showmobile but will not be liable for any other costs due to the cancellation, including but not limited to rental of another stage, lost profits or opportunity cost or other damages.

I have read, understand and agree to the terms of this application for use of the Showmobile.

X

Signature of Applicant

Date of Application

AN AUTHORIZED CITY OF SAINT PAUL STAFF OR CITY COUNCIL MEMBER SIGNATURE IS ALSO REQUIRED

IF YOU ARE REQUESTING A FREE USE FOR A CITY OF SAINT PAUL SPONSORED EVENT.

(See City of Saint Paul Showmobile Policy for more information regarding free use eligibility.)

City of
Saint Paul Staff Signature
Printed Name

Date

Department / Service Area

FOR OFFICE USE ONLY

Permit #	Map	Insurance	1st half Payment	Balance Payment	Registered bill#
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SHOWMOBILE APPLICATION FORM RENTAL PROCEDURE

1. All requests for use of a Showmobile must be made on this Showmobile Application Form and must be made no later than fourteen (14) days prior to the event to allow for staff scheduling.
2. **Payment of 50% of the Showmobile fee must accompany the application.** Completed applications are taken at 1100 N. Hamline Avenue (Como Central Service Facility located at the corner of Hamline and Jessamine) in Saint Paul. Applications may also be e-mailed to ParksShowmobiles@ci.stpaul.mn.us or faxed to 651-632-5115, to be held until payment is received, but no longer than 14 days prior to event. Payment may be made by cash, check, American Express, Discover, MasterCard or Visa. Checks should be made payable to the City of Saint Paul and mailed with a copy of the Showmobile application to the address on reverse.
3. At the time of application, but no later than 14 days prior to the event, the requesting agency or organization must provide the Division of Parks and Recreation with a proper **Certificate of Insurance** which names the City of Saint Paul as an additional insured thereon. For rentals from January through June 2009, this insurance must indicate they have Comprehensive General Liability (CGL) coverage in an amount not less than \$400,000/\$1,200,000 Bodily Injury and \$50,000 Property Damage. Beginning July 1, coverage must be not less than \$500,000/\$1,500,000.
4. At the time of application (but no later than 14 calendar days prior to the event), the applicant must submit a map with the Showmobile Application Form, indicating the exact location and orientation of the Showmobile for set up staff. **This is required for all applicants, even if there is no change from a prior event.**
5. All rental fees are based on events occurring within the City of Saint Paul limits. There will be additional fees for events occurring outside of the City of Saint Paul and there may be additional charges for based on the physical distance of the setup location from 1100 Hamline Ave N, St Paul, MN 55108.
6. In case of cancellation, the applicant must notify Parks and Recreation at least 24 hours in advance. For Saturday, Sunday and Holiday cancellations, 72 hours notice (before noon of the last business day) will be required. If the Park Permit Office is given the required notice of cancellation, the rental fee will be refunded minus a \$25.00 reduction.
7. Requests for free uses for events occurring within the City of Saint Paul limits, Monday – Friday, 7:30 am – 3:00 pm, must be submitted to the Recreation Service Team Area Coordinator or the Marketing and Promotions Department for their review. If the free Showmobile use is approved, the Recreation Service Team Area Coordinator or the Marketing and Promotions Department will contact the Park Permit Office with the reservation request. After the request has been made, the application will be sent to the event planner by the Park Permit Office. If the free use request is not approved, or if delivery or take-down is scheduled outside the hours listed above, it is expected that all applicable rental fees will be paid by the event organization no less than 14 days prior to the event.

STAGE DIMENSIONS

<u>UNIT #1</u> Regular Stage 14'6" x 24' Height from floor to ceiling 7' Back Wall 18' wide (between doors) <u>AMENITIES</u> General stage lights One 100-foot Electric cord One set of Steps (rear entrance) Wheel Chair Lift P.A. system with two microphones	<u>UNIT #2 - Large Showmobile</u> Regular Stage 16' X 36' With Additional Stage 21' X 36' (additional fee - requires additional staff & vehicle) Height from floor to ceiling 8' Back Wall 30' wide (excluding door) <u>AMENITIES</u> General stage lights One 100-foot electric cord Two sets of steps P.A. system with two microphones
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ELECTRIC POWER

PLEASE NOTE: All units require a 110 Volt, 20 amp receptacle. If an electrical power source is more than 200 feet from the Showmobile, a generator is needed for power. A generator can be provided at an additional charge of \$20 per hour with a \$100 minimum. If you have questions regarding electrical power, call Pat Voyda at 651-632-2418. ***The Showmobile generator is for operation of the Showmobile lighting and internal PA system only. The PA system is not suitable for musical performances***

For Office Use Only

WORK ORDER #

Employee Name _____

Employee Name _____